

Trustee Recruitment Pack



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Welcome!

Thank you for your interest in joining the Board of Trustees at Slough Council for Voluntary Service (Slough CVS).

Slough is a vibrant and diverse town which has been ever changing and this is reflected in the character of our community and voluntary groups. There is always a new need to meet or a new organisation with an idea for a project.

Slough is part of the Frimley Integrated Care System and we have a history of working closely with Slough Borough Council and the local NHS. Here we have achieved strong local outreach, through a network of more than 700 charities across Slough and neighbouring Royal Borough of Windsor and Maidenhead.

The Slough Council for Social Service was set up in 1932, initially to help the unemployed. In 1962 we registered with the Charity Commission and our name was changed to Slough Council for Voluntary Service (Slough CVS) in 1973.

Our primary purpose now is to ensure there is a thriving voluntary and community sector. With many of our local voluntary groups and voluntary organisations operating on minimal funds, the role of the sector in enhancing the health and wellbeing of local people cannot be underestimated. Our local groups, organisations and charities, greatly support the role of adult social care and health by providing a range of preventative support at a very local level, helping people to live well for longer, within and as part of their community

Through leadership and advocacy, partnerships and collaboration, capacity building and volunteering, Slough CVS delivers support services across our many voluntary organisations, faith groups and diverse communities, including training, funding advice and support, volunteering and access to many resources and information toolkits. We also deliver community based projects, focused on improving wellbeing and challenging health inequalities.

You can see our refreshed strategic plan 2024-28 at <https://sloughcvs.org/our-vision/>

We are a constantly evolving organisation which has responded to local need, through ever changing times, ensuring the voice of the sector is heard, represented and listened to. Acting as an umbrella body, we bring continuity to the sector, while enabling members to continue delivering vital support to the local community.

With these new challenges, we are looking to strengthen our Board of Trustees, and I hope that the information in this pack will inspire you to join our brilliant team. You will have the opportunity to make a real impact and be part of our continued success story. On behalf of the Board of Trustees, we look forward to hearing from you.

Jamie Green
Chairman, Slough CVS

Our Values and Beliefs

Our Vision

Working in partnership to build stronger, healthier and safer communities.

Our Mission

Capacity Building We provide the infrastructure for voluntary/community groups to thrive, through the delivery of high-quality training, advice and support. We recruit, train and develop the skills of volunteers to support communities to grow.

Collaborating We are the link bringing local people, partners and the voluntary sector together, to share skills and use resources most effectively.

Connecting We engage and connect residents to local voluntary/community groups' activities, empowering them to improve their health and wellbeing.



Equality, Diversity and Inclusion

Slough CVS is actively committed to encouraging and promoting the positive contribution of our diverse communities. We embrace those of any age, race, gender/sex, disability, marriage or civil partnership status, gender reassignment status, socio-economic background, religion or belief and actively strive to improve our inclusive approach as an employer.

We ensure this is reflected in our day-to-day practices, policies and services. We are working towards the elimination of all discrimination and will not tolerate any behaviour that purports to discriminate of any kind. Everyone involved with Slough CVS has personal responsibility to ensure diversity and inclusion is upheld in all we do.

Diversity on the Board

Our Board of Trustees is committed to promoting diversity and inclusion. We welcome applications from everyone, regardless of background. We encourage a wide range of applicants to apply, as diversity and inclusion are highly valued within our organisation.

What We Do - Capacity Building

Here is a snapshot of our 2024 achievements:

Training

Slough CVS ran 63 training sessions over the course of the year, to enhance and develop the skills of our voluntary organisations and volunteers.

Volunteer Passport – leading to volunteering opportunities!

The Volunteer Passport offers a series of four free short training modules exploring the key areas all volunteers need to successfully volunteer with charities and groups. These modules give you the basic skills, awareness, confidence and knowledge required to volunteer. On completion of all 4 modules, the participant received a certificate to provide a pathway to volunteering opportunities or employment.

Boundaries and Confidentiality
Communication Skills
Equality & Diversity
Safeguarding Adults/Children

Funding Advice

Slough CVS's Funding Advisor works to empower groups to access and apply for funding to run projects that will benefit the residents of Slough. Alongside funding opportunities listed on our website, Slough CVS has supported the sector in securing funds to support and enhance voluntary sector activity in the town.

- **An outstanding £1,855,788 of external funding was awarded to Slough groups.**
- **84 Groups were advised with one-to-one support, funding advice or guidance on Slough Quality Protects.**
- **49 groups were awarded funding with our support.**

Slough Community Network Meetings

Slough CVS hosted the Slough Community Network on four occasions across the course of the year. The events invite community groups an opportunity to network with partners and meet potential volunteers.



29 Church Street Resource Centre

Slough CVS' Resource Centre at 29 Church Street has enabled 12 community groups to use the space to hold meetings, training, events and celebrations to support their activity. There were 1,536 hours of community activity held in the space across the course of the year. On average, that's 30 hours a week!

What We Do - #One Slough Partnership

#OneSlough Community Fund

This year, applications for the #OneSlough Community Fund went live in May. The fund enables small groups to access funding locally and support the key priorities of the town. Panel members for the fund comprised of representatives from Slough CVS, Slough Borough Council, Slough Public Health, Frimley NHS ICB and Slough Co-Production Network. Slough CVS delivered a Funding Workshop alongside the launch of the fund, highlighting key areas of the guidance document, as well as some useful tips on how to write a successful bid.

Some key figures over the course of the year include:

- **5,841** interventions with residents through community activity (a resident can have one or more intervention)
- **1,947** clients, on average per quarter, attend funded community groups
- **1,869** activity sessions took place
- **999** volunteers supporting running of community group activity
- **39** community groups funded over the course of the year

Over the last six months of the year;

- **5,676** volunteering hours by community groups
- **1,015** clients report they are better connected with others (highest quarterly figure used)
- **746** clients report health improvements from attending sessions (highest quarterly figure used)
- **606** clients report they are more confident to manager their health better (highest quarterly figure used)



What We Do - Volunteer Management

Volunteer Management

- **2,034** registered volunteers on Simply Connect
- **141** groups registered on Simply Connect
- **36** live volunteering opportunities on the platform



Volunteer Centre Quality Accreditation (VCQA)

We are delighted to announce that Slough CVS achieved the Volunteer Centre Quality Accreditation (VCQA), quality mark, demonstrating the impact in supporting local voluntary, community and social enterprises across Slough and the surrounding areas. Accreditation is awarded for three years and is provided following independent assessment of a portfolio of evidence provided against a set of criteria based around the Five Functions of Volunteer Centres. In achieving the VCQA, Slough CVS has demonstrated it delivers each of these functions to a high-quality standard, that it is responsive to, and embedded within the needs of the local voluntary, community and social enterprise sector, and is committed to working in partnership.

The #OneSlough Awards 2024

The #OneSlough Awards 2024, saw over 220 guests gather at the Copthorne Hotel on Friday 17th November, for a celebration of volunteering, designed to recognise and celebrate the incredible spirit of unity and collaboration that defines our Slough community. A panel of judges were faced with a record 130 nominations this year. With so many deserving individuals and groups, it was not an easy task. Volunteers, members of charities and community groups and business sponsors, shared an Asian style buffet, during an evening of fun and entertainment, the highlight of the evening, the awards themselves, where volunteers, local groups and partnership working were recognised and rewarded.



What We Do - Improving Health and Wellbeing

Community Connecting

- **709 clients supported**
- **920 referrals made to community support/ activities**

Our Community Connectors (CC) actively engaged in outreach activities, collaborating with various community organisations and participating in local events to enhance awareness of the CC project and its services in the first year. Improved relations built by CC with Locality Teams at SBC and the NHS has allowed them to develop a strong understanding of the range of community-based support available and make personalised and supportive referrals based on the specific needs of the individuals they work with. Building these partnerships and relationships supported effective referrals, identified gaps, and strived to ensure there are activities and support services available locally.

Wellbeing Friends

- **60 wellbeing friends volunteers**
- **120 clients supported**

Wellbeing Friends Volunteers make regular calls to vulnerable and isolated adults. This Slough CVS service was developed during the coronavirus lockdown and has continued successfully. Clients are referred through Adult Social Care, organisations, GP/Social Prescribing referrals and self-referrals. The aim is to keep people involved in meaningful conversations, to support their mental health, as well as making sure they are engaged in community activities.



Being A Trustee

We are looking to appoint up to five successful candidates to our Board of Trustees, with one candidate filling the Treasurer post, and others with professional experience in the following:

- **People and Culture, with experience of safeguarding and EDI**
- **Marketing and PR**
- **Digital Transformation and Technology**
- **Legal**
- **Financial Management/Treasurer**

As a Trustee, you will...

- Be an ambassador for Slough CVS, our work and the wider VCSE sector.
- Help to shape the strategic direction of Slough CVS.
- Make sure Slough CVS has policies in place that comply with current legislation and promote good practice.
- Make sure that staff, money and other resources are used appropriately, and that this is always monitored properly.
- Support the income generation and outward facing activities of the charity.
- Spend time with different elements of our organisation, getting to understand our work and promoting a collaborative way of working.
- Make sure that the needs of the voluntary, community and faith groups, and residents, are always at the centre of decisions taken by Slough CVS.
- Participate in the cycle of meetings and make sure that decisions taken at meetings are implemented.
- Attend any necessary training sessions and events to promote your knowledge and professional development in the role of Trustee.

As a Trustee you will need...

- To be committed to developing your knowledge and understanding of how Slough CVS is run, including engagement work both locally and regionally.
- To be committed to supporting and promoting Slough CVS's vision and mission.
- To understand and believe firmly in the work that we do and our values.
- To demonstrate strong leadership skills.
- To be a creative thinker and help Slough CVS develop innovate new areas of work.
- To be committed to supporting Slough CVS values and Equality, Diversity & Inclusion policy.
- To have excellent communication skills, and be able to both build agreement and challenge convention.
- To be an active member of the board, committing the time and thought needed.
- For the Treasurer role, you will need to have the required skills and experience in accountancy/audit/professional finance.

Being A Trustee

Time Commitment

Trustees are asked to prepare for, attend and contribute to all Board meetings and join sub-committees and ad hoc working groups as required. Meetings are held bi-monthly in Slough.

Regular annual commitments would include:

- 6 x 2 hour meetings of the Board (Evenings)
- One Strategy Day
- Potential to become a member of a Sub- Committee (People, Remunerations or Finance, Audit and Risk)
- Attendance at occasional team meetings, community engagement or networking events
- We estimate that the annual commitment for our Trustees is equivalent to 6-8 days per year in total.

Remuneration

The position of Trustee is unpaid. However, all reasonable out-of-pocket expenses incurred on charity activities will be reimbursed, in line with our Volunteer Expenses Policy.

Term of Office

Trustees are appointed for an initial term of two years, with the possibility of extension for a further period of two years.

Legal requirements in the role Trustee

All Trustees are individually and legally responsible for the charity they govern. If you would like to find out more about these responsibilities, the [Charity Commission](#) have released some helpful guidance: [The essential Trustee: what you need to know, what you need to do.](#)

***“As a Slough CVS Trustee I have been really proud to see the tangible impact of volunteering on our community, through everyday activities undertaken by passionate individuals. I feel that by supporting local community groups and recognising their efforts through the #OneSlough Awards, Slough CVS does an excellent job of helping to build community cohesion.*”**

I have personally gained a huge amount from developing my understanding of local needs, appreciating the challenges of grassroots community engagement efforts, and it has honed my leadership capabilities.”



Ambily Banerjee.
SCVS Trustee

About The Role

Trustee Role Description

- To ensure that Slough CVS complies with its governing document, charity and company law and any other relevant legislation or regulations.
- To ensure that Slough CVS pursues its objectives, as defined in its governing document.
- To contribute actively to the Trustee role in giving strategic direction to Slough CVS, supporting, and providing advice to achieve Slough CVS's vision, mission, ambitions and priorities.
- To safeguard the good name and values of Slough CVS.
- To ensure the financial stability of Slough CVS.
- To work with and support the Chief Executive Officer to ensure the efficient operation of Slough CVS.
- Review and approve operational strategies, policies, and recommendations, and monitor and evaluate their implementation.
- Ensure that key risks are identified, monitored and controlled effectively.
- Contribute to regular reviews of Slough CVS's own governance.
- Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect the interests of Slough CVS, to the exclusion of your own personal and/or any third-party interests.

In addition to the above duties, each Trustee should use any specific skills, knowledge or experience they have to help the board reach sound decisions.

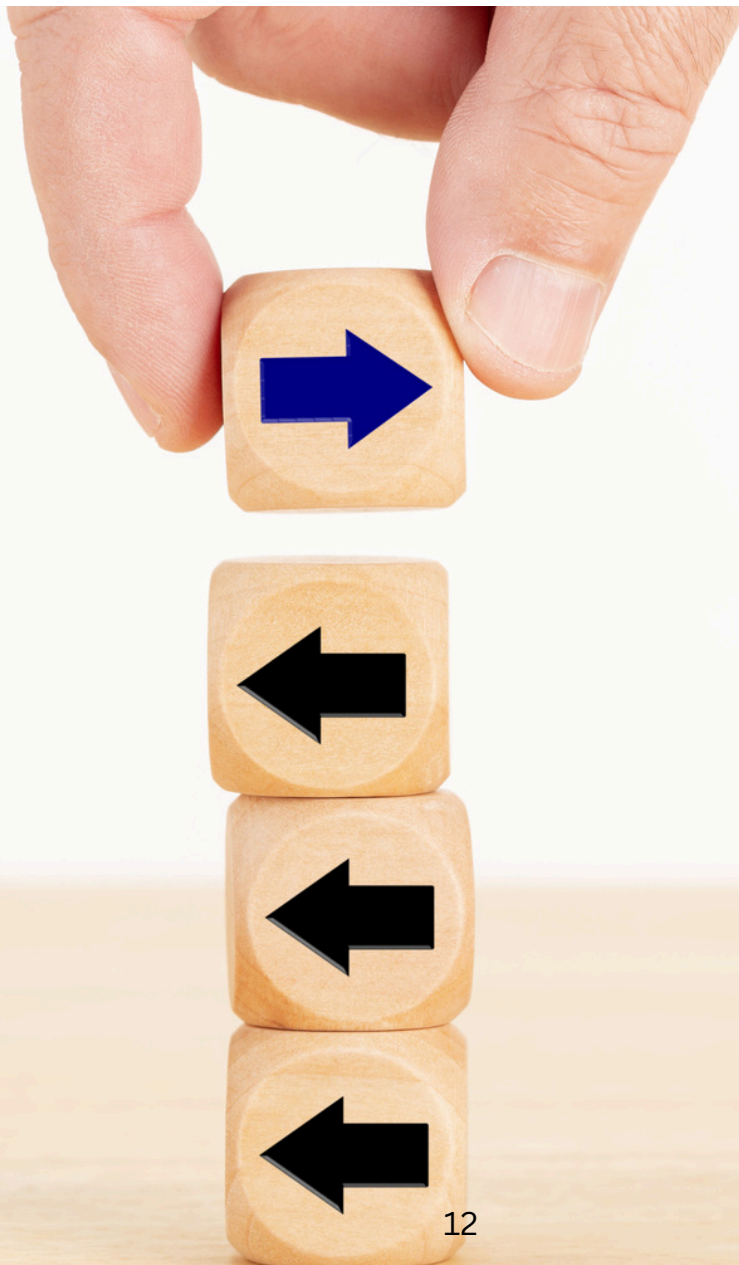
This may involve:

- Scrutinising board papers
- Leading discussions
- Feeding back views of stakeholders/members
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the Director has special expertise



Person Specification

- A commitment to Slough CVS and its Vision, Mission and Values
- An understanding and acceptance of the legal duties, responsibilities and liabilities of directorship
- A willingness to devote the necessary time and effort
- Impartiality, fairness, and the ability to respect confidentiality
- Effective communication and people skills
- Tact and diplomacy
- An ability to challenge constructively
- Good, independent judgement.
- Strategic vision
- An ability to think creatively
- An ability to work effectively as part of a team
- Commitment to promote and uphold equality, diversity and inclusion
- Experience of committee work
- Leadership skills



Treasurer Role Description

In addition to the general responsibilities of a trustee, duties of the treasurer include the following:

- Overseeing, approving and presenting budgets, accounts and financial statements.
- Ensuring the financial resources of the organisation meet its present and future needs.
- Ensuring that the charity has an appropriate reserves policy.
- Preparing and presenting financial reports to the board.
- Ensuring that appropriate accounting procedures and controls are in place.
- Liaising with any paid staff and volunteers about financial matters.
- Advising on the financial implications of the organisation's strategic plans.
- Ensuring that the charity has an appropriate investment policy.
- Ensuring that there is no conflict between investments and the aims and objects of the charity.
- Monitoring the organisation's investment activity. Ensuring it is consistent with the organisation's policies and legal responsibilities.
- Ensuring that the accounts are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example, the Charity Commission and the Registrar of Companies.
- Ensuring that the accounts are scrutinised in the manner required and that any recommendations are implemented, for example, via an independent examination or audit.
- Keeping the board informed about its financial duties and responsibilities.
- Contributing to the fundraising strategy of the organisation.
- Making a formal presentation of the accounts at the annual general meeting. Drawing attention to important points in a way that's coherent and easy to understand.
- Sitting on appraisal, recruitment and disciplinary panels as required.

Treasurer Person Specification

Some experience of charity finance, fundraising and pension schemes helpful but not essential.

In addition to the person specification for a trustee, the Treasurer should demonstrate the following qualities:

- Financial qualifications and experience.
- Some experience of charity finance, fundraising and pension schemes.
- Ability to analyse proposals and examine their financial consequences.
- Being prepared to make unpopular recommendations to the board.
- A willingness to be available to staff for advice and enquiries on an ad hoc basis.



Application Process

To apply, please submit your CV (no more than 2 pages) and an accompanying statement (no more than 2 pages) outlining:

- Your interest in Slough CVS
- Your relevant professional experience
- Motivation in applying for your chosen Trustee Role
- What you believe you can contribute to Slough CVS

Statement to confirm your agreement with the following declarations –

- I declare that in making a trustee application:
- I am over 18 years of age
- I am not undischarged bankrupt
- I have not previously been removed from Trusteeship of a charity by a Court of the Charity Commission
- I am not disqualified by the Charities Act 1993 from acting as a Trustee
- I am not under a disqualification order under the Company Directors Disqualification Act 1986
- I undertake to fulfil my responsibilities and duties as a Trustee of Slough CVS in good faith and in accordance with the law and within Slough CVS's Vision, Mission and Values
- I do not have any financial interests in conflict with those of Slough CVS (either in person or through family or business connections) and will declare any conflicts of interest that may occur at any meeting.

Please supply two referees – full name, relationship to you, length known, email and telephone number. Referees need to cover a period of the last three years, including your most recent employer, if applicable. We will not contact them without prior agreement from you.

Please email your CV and supporting letter application to **enquiries@sloughcvs.org.uk** with the email title '**Trustee Application**'.

If you would like an informal discussion about any aspects of the role, please contact Asma Aziz, Acting CEO at **asma@sloughcvs.org.uk** to arrange.